2010-11 Catalog Production Timeline

November
2..................... Proof pages for Career Technical Programs and Course Descriptions to Deans’ Assistants
2-6 .................. Deans’ Assistants assemble and distribute proofs for Career Technical Programs and Course Descriptions to Departments
11/9 - 1/15 ....... Departments proof Career Technical Programs and Course Descriptions

December
4..................... Last date for Departments to bring Career Technical Programs that are new or changed to Curriculum Committee for review and inclusion in 2010-11 catalog.
Last date for Departments to bring course descriptions that are new or changed to Curriculum Committee for review and inclusion in 2010-11 catalog

January
4..................... Proof pages for Additional Programs & Ways to Earn Credit and Student, Community & Business Resources distributed to individual contacts
4-15 ............... Additional Programs & Ways to Earn Credit and Student, Community & Business Resources pages proofed by individual contacts
15................... Departments return proof pages for Career Technical Programs and Course Descriptions to Deans’ Assistants
19................... Additional Programs & Ways to Earn Credit and Student Community and Business Resources proof pages returned to Catalog Subcommittee facilitator from individual contacts
1/19-1/29........... Deans’ Assistants compile edits for Career Technical Programs and Course Descriptions

February
1..................... Deans’ Assistants provide edits for Career Technical Programs and Course Descriptions to Catalog Subcommittee Section Facilitator

March
1..................... Final proof pdfs for Career Technical Programs and Course Descriptions to Deans’ Assistants
1 ..................... Individuals responsible for pages in Additional Programs & Ways to Earn Credit and Student, Community & Business Resources pages review final pdf
3 - 5 ............. Departments review final draft of Career Technical Programs and Course Descriptions in Division Offices
10................... Deans’ Assistants provide edits for Career Technical Programs and Course Descriptions to Section Facilitator
17-19 ........... Deans’ Assistants provide final corrections for Career Technical Programs and Course Descriptions in Publications
3/22 - 4/9 ...... Publications: Catalog in final production

May
10................... Catalog on campus

9/09